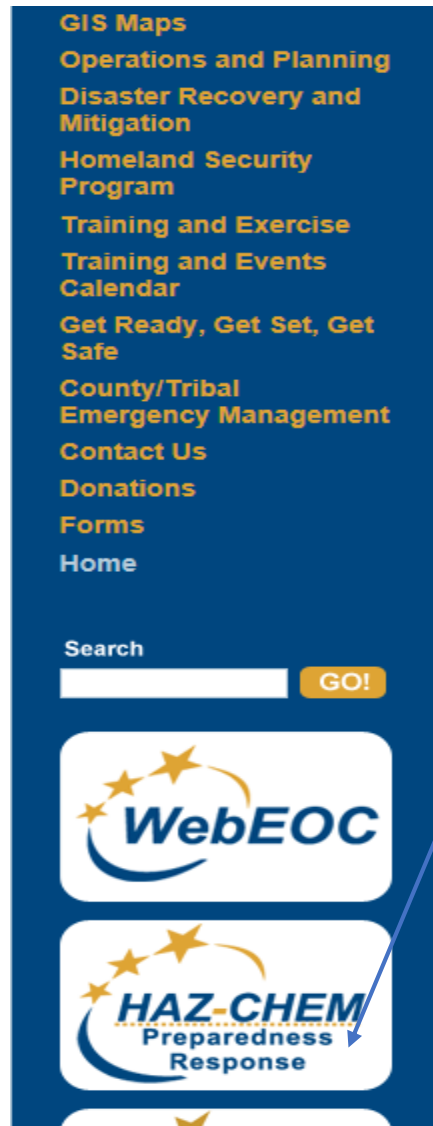# North Dakota Tier II Instructions

Use this set of instructions if you have NEVER filed a Tier II Report with the ND Department of Emergency Services

Reporting Year 2015/Calendar Year 2016 for reports due March 1, 2016

Start with Internet Explorer and type in http://www.nd.gov/des, you should be taken to the following site. Scroll down the left side of the page under the NDDES Logo and click on the Haz-Chem Preparedness Response Logo.
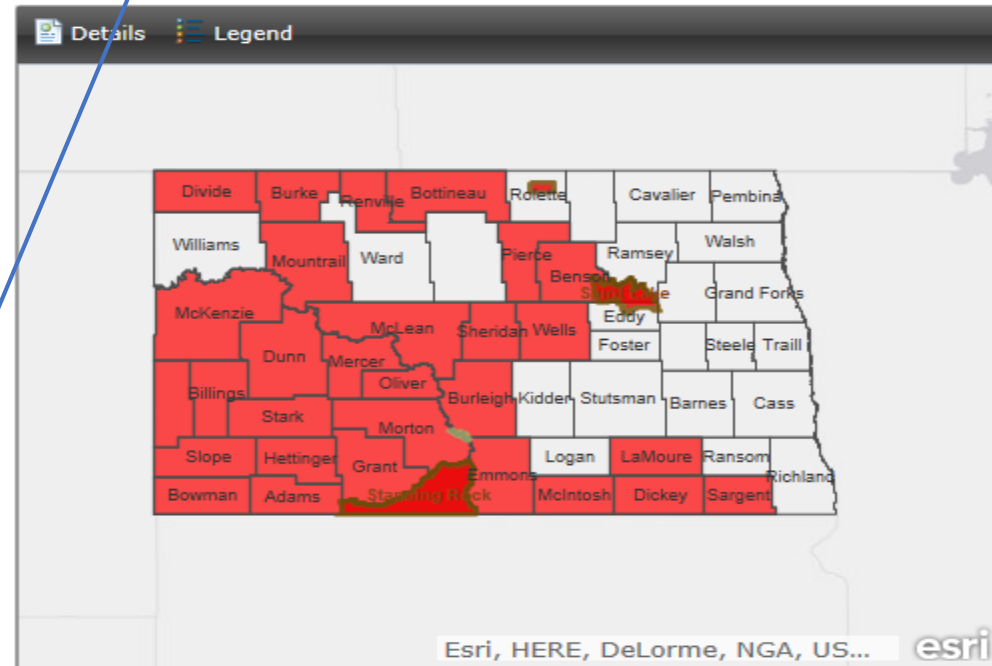

After clicking on the Haz-Chem Preparedness Response Logo, you should then be taken to the following screen.

This page should come up on your screen. You will see the "Tier II Reporting Software" and also "ND Tier II Instructions". Now click on the gold lettered "Tier II Reporting Software".

GIS Maps

Operations and Planning

  Operations

  Planning

  Haz-Chem Preparedness and Response

    Report an Incident

  State Emergency Response Commission

  WebEOC

  Fire Danger Awareness

Disaster Recovery and Mitigation

Homeland Security

Haz-Chem Preparedness and Response

Tier II Reporting Software

use the following link to submit your Tier II filing for the past reporting year.

Tier II Reporting Software

ND Tier II Instructions

THESE ARE NEW INSTRUCTIONS FOR 2014.

Tier II Reporting Instructions

If you do not have a North Dakota Login, then you MUST register and create your own Log In ID and Password.

If you have a North Dakota Log In ID and Password, type that in the appropriate block below.

ND Tier II Filing: Initial Starting Point

GIS Maps

Operations and Planning

Disaster Recovery and Mitigation

Homeland Security Program

Training and Exercise

Training and Events Calendar

Get Ready, Get Set, Get Safe

County/Tribal Emergency Management

Contact Us

Donations

Forms

Home

Search

GO!

WebEOC

HAZ-CHEM

North Dakota
login

North Dakota Log In

Already Registered - Not sure?

North Dakota Login:

Forgot Login

Password:

Forgot Password

Login

Password

Update your account

New to North Dakota Online Services?

Register Now!

Look at the next slide for registration information

Benefits of North Dakota Login
- One North Dakota Login and password to access multiple ND Online Services
- Register once for secure access to State services

Need help? Read through the FAQ.

For assistance with this North Dakota Login, contact the Service Desk.

Registration

If you do not have a North Dakota Log In or Password, here is where that will be completed by you before you can go in and start working on your Tier II.

Business/Organization Account Details

Business/Organization accounts should only be used for online services related to the business or organization you represent

Login Details

*North Dakota Login: [   ]

*Password: [   ]

*Confirm Password: [   ]

*Business Email: [   ]

*Confirm Business Email: [   ]

North Dakota Login Requirements:
- at least 3 characters long
- cannot be an existing ID

Password Requirements:
- at least 6 characters long
- 1 upper case character
- 2 lower case characters
- 1 number

Business/Organization Details

*Business Name: [   ]

*Contact Name: First [   ] MI [   ] Last [   ] Suffix [   ]

*Address 1: [   ]

Address 2: [   ]

Address 3: [   ]

*City, State, Zip [   ] [▼] [   ] (555554444)

*Country: [United States of America ▼]

*Telephone: [   ] (22233334444) Ext.: [   ]

Security Questions

*Question 1: [▼]

*Answer 1: [   ]

*Question 2: [▼]

*Answer 2: [   ]

Security questions
- used to verify your identity
- used to reset forgotten passwords

5

After you have registered your information, then type in your Log In ID along with your Password

This is also where you will log in if you already have a Log In ID and Password

GIS Maps

Operations and Planning

Disaster Recovery and Mitigation

Homeland Security Program

Training and Exercise

Training and Events Calendar

Get Ready, Get Set, Get Safe

County/Tribal Emergency Management

Contact Us

Donations

Forms

Home

Search

GO!

WebEOC

HAZ-CHEM
Preparedness

ND Tier II Filing: Initial Starting Point

North Dakota
login

Already Registered - Not sure?

North Dakota Login: [_____]
Forgot Login

Password: [_____]
Forgot Password

Login

Update your account

After tying in your Log In ID and Password, then click on "Login".

New to North Dakota Online Services?

Register Now!

Benefits of North Dakota Login
- One North Dakota Login and password to access multiple ND Online Services
- Register once for secure access to State services

Need help? Read through the FAQ.

For assistance with this North Dakota Login, contact the Service Desk.

After you have on "Log In", the following page should appear on your screen. From here you will start the process for filing your Tier II Report(s).

About NDDES
State Radio
News Releases
GIS Maps
Operations and Planning
Disaster Recovery and Mitigation

Select Language

Powered by Google Translate

ND Tier II Filing: Manage Companies and Facilities

Add Company | File New Report | Non-Submitted Reports | Past Reports | FAQ

You will first have to "Create a Company", so click on "Add Company".

After clicking on "Add a Company", the following page should appear.
Follow the instructions below.

connect

About NDDES
State Radio
News Releases
GIS Maps
Operations and Planning
Disaster Recovery and Mitigation
Homeland Security Program
Training and Exercise
Training and Events Calendar
Get Ready, Get Set, Get Safe
County/Tribal Emergency Management
Contact Us
Donations
Forms
Home
log out
Search
GO!

Select Language
Powered by Google Translate

ND Tier II Filing: Add A Company

<< return   FAQ

Enter the Company Name, address, city, state, zip code, email, etc. and click on "Save".

Add Company Information	(items marked with an * are required)
* Company Name :	Mitchell's Chemical Supply (MCS)
Government Entity:	○ yes ● no
* Address:	11245 East Industrial Way
* City:	
* State:	North Dakota
* Zip:	
* Phone:	
Fax:	
Website:	http://
* Email:	
	save

This site updated as of 9/28/2015.

8

After you have added your "Company" you will now input the information about your facility. So click on the box that says "add facility".

GIS Maps
Operations and Planning
Disaster Recovery and Mitigation
Homeland Security Program
Training and Exercise
Training and Events Calendar
Get Ready, Get Set, Get Safe
County/Tribal Emergency Management
Contact Us
Donations

ND Tier II Filing: Manage Companies and Facilities

Add Company | File New Report | Non-Submitted Reports | Past Reports | FAQ

* Please verify ALL company and facility information is current before you submit any reports.

Companies Attached to Your Profile	
City of Crosby	show details edit add facility
Facilities Under: *City of Crosby*	
Crosby Water Plant	edit | reports
Gray Oil Company	show details edit add facility
Facilities Under: *Gray Oil Company*	
Gray Oil Company	edit | reports
Mitchell's Chemical Supply (MCS)	show details edit add facility
Facilities Under: *Mitchell's Chemical Supply (MCS)*	
Mitchell's Chemical Supply - Bismarck	edit | reports
TEST TEST Test Test	show details edit delete facility add

This site updated as of 10/13/2015.

10

The next few slides will be where you add the information about your facility.

If there are no facilities the statement in the "Facilities" box will appear.
If there are facilities already in your "Manage Companies and Facilities",
that facility name will appear in the facilities box.

Search
GO!

WebEOC

ND Tier II Filing: Add New Facility

<< return   FAQ

Auto Fill From Existing Facility:

Facilities: There are no facilities to auto fill from.

Type in the information pertaining to the new facility or the additional of another facility.

Add New Facility *(items marked with an * are required)*

* Facility Name:	
* Legal Description:	
Physical Address:	
* City:	
* County:	choose one... ▼
* State:	ND ▼
* Zip:	
* Phone:	
Fax:	
* Email:	
* Maximun No. Of Occupants:	
* This Facility is:	○ Manned ○ Unmanned

* Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)?
○ Yes ○ no

* Subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)?

Facility name, legal description, physical address, city, county, state, zip code, office phone, email, maximum number of occupants, whether facility is manned or not, if the facility is subject to Section 302 of EPCRA.

11

Effective with this year's reporting is a new requirement to provide NDDES with the legal description for your facility location. You should be able to obtain this from the County 911 Coordinator, When you type in your "legal description" it MUST be put in this way. If not, then it may be returned for correction. **T 146N R95W S16**. (No commas or periods) It MUST be in this format.

You should be able to obtain your legal description by clicking on the link listed below.

http://www.earthpoint.us/TownshipsSearchByLatLon.aspx

Add New Facility *(items marked with an * are required)*

* Facility Name:	Test Company - DeBoer Ag Supply
* Legal Description:	
Physical Address:	903 W. Sweet Ave.
* City:	Bismarck
* County:	Burleigh
* State:	ND
* Zip:	58504-5342
* Phone:	701-111-1234
Fax:	
* Email:	rdeboer@nd.gov
* Maximun No. Of Occupants:	4
* This Facility is:	◉ Manned ○ Unmanned

* Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)?

    ● Yes ○ no

* Subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)?

    ● Yes ○ no

If you have a physical address, click Set Map Marker Via Address button to have the marker move to the above address. If you do not have a physical address, add your latitude and longitude and click Set map marker via lat/long. Please verify the marker location. If needed, click and drag the marker to the correct location.

Lat: 46.80286333840543   Long: -100.80422806107867

[Set Map Marker Via Address]   [Set Map Marker Via Lat/Long]
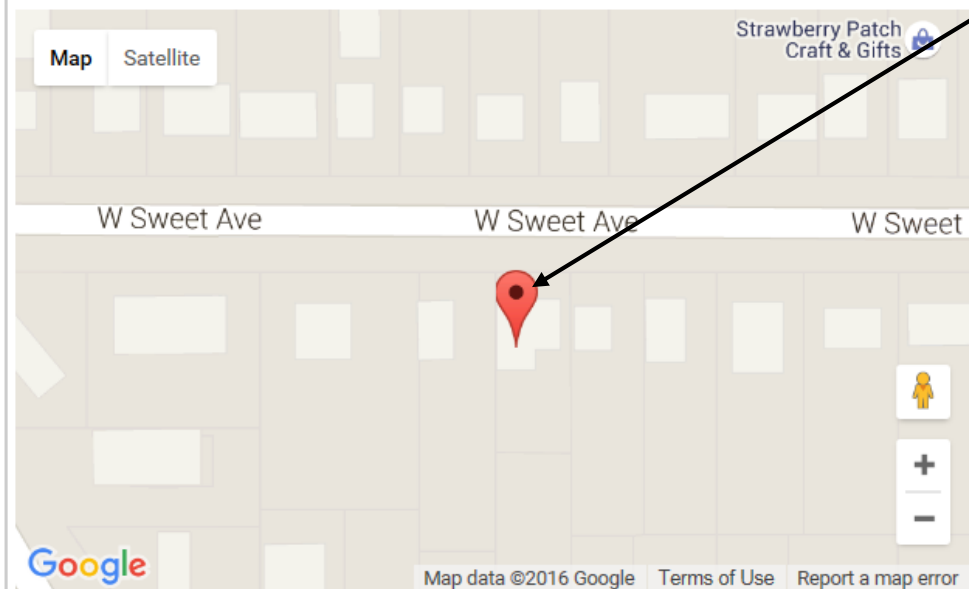
* SIC code: 1511
* NAICS Code: 211111
DUN & Bradstreet Number:
* TRI Indentification Number: N/A
* RMP Indentification Number: AND903W

Click on the appropriate box if your facility is "Subject to Emergency Planning under Section 302 of EPCRA). **THIS MEANS DO YOU HAVE ANY EXTREMELY HAZARDOUS SUBSTANCES (EHS) STORED IN LYOUR FACILITY.**

Click on the appropriate box if your facility is subject to Section 112(r) of the Risk Management Program (RMP), or if your facility is subject to the Chemical Accident Prevention Program under section 112® of the Clean Air Act (CAA) Risk Management Program (RMP).

Click on either "Set Map Marker Via Address" or Set Map Marker Via Lat/Long". What this does, it sets the marker for your facility based on either the "physical address" or the "legal description" you used. This will also put in your latitude and longitude for your facility.

NOTE: If you need to move the "marker" to place to place it on your facility, that can be accomplished by clicking on "Satellite) on the map.

Type your "Standard Industrialization Code" (SIC) along with the" North American Industrialization Code "(NAICS)

If you know your "Dunn & Bradstreet Number", type that in, in this box. If you do not have one, leave the box blank

If you are subject to the "Toxic Release Inventory" (TRI) Program, type in your facility ID number provided by the EPA. If you are not subject to TRI, type in "N/A".

If you are subject to the "Risk Management Program" (RMP), type in your facility ID number provided by EPA. If you are not subject to RMP, then type in "N/A".

Owner / Operator

* Owner Operator Name:	
* Phone:	
* Email:	
* Mail Address:	
* Mail City:	
* Mail State:	ND
* Mail Zip:	

Facility Emergency Coordinator

Coordinator Name:	
Title:	
Email:	
Phone:	
24-hour Phone:	

Tier II Information Contact

* Contact Name:	
* Title:	
* Email:	
* Phone:	
* 24-hour Phone:	

On this page, type in the information requested for the "Owner/Operator", "Facility Emergency Coordinator" and for the "Tier II Information Contact".

The "Facility Emergency Coordinator" block only needs to be filled in, if you store any "extremely hazardous substances (EHS)"/chemicals on site. If you are **NOT** reporting any EHS chemicals, then this block **DOES NOT** have to be filled in.

The person who fills in the information on the Tier II Inventory form **MUST** type their information in this area.

Emergency Contact

* Name:	
* Title:	
* Email:	
* Phone:	
* 24 Hour Phone:	

The "Emergency Contact" MUST be completed. All information is required.

Additional Emergency Contact

Name:	
Title:	
Email:	
Phone:	
24 Hour Phone:	

We recommend that you fill in the "Additional Emergency Contact" area, even though it is not required. Consider the fact that the "Primary" emergency contact could be out of town or in the hospital, so it is a good idea to have the information for an additional emergency contact.

This person should be someone that knows the facility and can answer questions form the emergency responsers.

save

After you have competed typing in all of the information from above, then click on "Save".

This site updated as of 9/28/2015.

NOTE: Starting with RY2015, you will be required to type in your "Emergency Contact" each year. The rationale for this is that we have discovered that personnel move around so much that the information from last year's report may not be correct. So we ask that you insure each year that your "Emergency Contact" information is accurate and up-to-date. NDDES Haz-Chem staff will be making random phone calls to the phone numbers listed on your "Emergency Contact" information to insure that the information is current for the reporting year.

connect

About NDDES
State Radio
News Releases
GIS Maps
Operations and Planning
Disaster Recovery and Mitigation
Homeland Security Program
Training and Exercise
Training and Events Calendar
Get Ready, Get Set, Get Safe
County/Tribal

Select Language

Now you MUST name your report. The date always "defaults" to the current date. USE your Company name for your report title.

ND Tier II Filing: File New Report

<< return   FAQ

Report Information	
* Report Date:	9/29/2015
* Report Title:	
	save

This site updated as of 9/29/2015.

---

connect

About NDDES
State Radio
News Releases
GIS Maps
Operations and Planning
Disaster Recovery and Mitigation
Homeland Security Program
Training and Exercise
Training and Events Calendar
Get Ready, Get Set, Get Safe
County/Tribal

Select Language

Powered by Google Translate

ND Tier II Filing: File New Report

<< return   FAQ

Report Information	
* Report Date:	9/29/2015
* Report Title:	Mitchell's Chemical Supply RY2015
	save

After you completed naming the report, then click on "Save".

This site updated as of 9/29/2015.

16

You will now see that your "Facility" is listed. THIS is where you will now "Click" on the "add/remove facilities on report" box.

GIS Maps

Operations and Planning

Disaster Recovery and Mitigation

Homeland Security Program

Training and Exercise

Training and Events Calendar

Get Ready, Get Set, Get Safe

County/Tribal Emergency Management

Contact Us

Donations

Forms

Home

log out

Search

GO!

ND Tier II Filing: Non-Submitted Reports

<< Tier II Home   FAQ

Your Reports That Have Not Been Submitted

* Please verify ALL company and facility information is current before you submit any reports.

Report Title: *Mitchell's Chemical Supply RY2015*
ID: *25030*
Date: *9/29/2015*

edit report information

add/remove facilities on report

To edit company or facility information please click on the "Tier II Home" button above.

Total Cost For Report: $0.00

view this report   delete this report

Please attach facility map(s) in order to submit this report.

This site updated as of 9/29/2015.

Now you will select your facility by clicking in the box next to the facility name.

ND Tier II Filing: Non-Submitted Reports

return to reports page

Check the facilities you wish to include on this report. Click "save changes" when complete.

Facilities on This Report: *Mitchell's Chemical Supply RY2015*	
☐	DeBoer's Chemical Supply
☐	Fredonia Coop Oil Company
☐	Gray Oil Company
☐	Martin Oil Company - Bulk Plant
☐	Mitchell's Chemical Supply - Bismarck
☐	MK AG SERVICE
☐	Ray's Test Company 2014
☐	Steele Farmers Elevator

save changes

Then click on "save changes".

GIS Maps

Operations and Planning

Disaster Recovery and Mitigation

Homeland Security Program

Training and Exercise

Training and Events Calendar

Get Ready, Get Set, Get Safe

County/Tribal Emergency Management

Contact Us

Donations

Forms

Home

log out

Search

GO!

Now you will see the area where you will add chemical(s) to your facility.

ND Tier II Filing: Non-Submitted Reports

[<< Tier II Home] [FAQ]

Your Reports That Have Not Been Submitted

* Please verify ALL company and facility information is current before you submit any reports.

Report Title: *Mitchell's Chemical Supply RY2015*
ID: 25030
Date: 9/29/2015

[edit report information]
[add/remove facilities on report]

To edit company or facility information please click on the "Tier II Home" button above.

Facility: *Mitchell's Chemical Supply - Bismarck*
[remove facility] [change facility] [add chemical] [add facility map]

Total Cost For Report: $0.00

[view this report] [delete this report]

Please add chemicals to your facilities in order to submit this report.
Please attach facility map(s) in order to submit this report.

This site updated as of 9/29/2015

WebEOC

Operations and Planning

Disaster Recovery and Mitigation

Homeland Security Program

Training and Exercise

Training and Events Calendar

Get Ready, Get Set, Get Safe

County/Tribal Emergency Management

Contact Us

Donations

Forms

Home

log out

Search

GO!

WebEOC

HAZ-CHEM
Preparedness
Response

ND Tier II Filing: Chemicals

<< return

Chemical Information (items marked with an * are required)	
Below Threshold:	☐
State or Local Requirements:	☐
* CAS Number:	Look Up CAS Number (opens in a new window)
Trade Secret:	☐
* Chemical Name:	Aluminum ▾
Chemical Type:	Pure: ☐ Mixture: ☐

Check All That Apply			
Solid: ☐	Liquid: ☐	Gas: ☐	EHS: ☐
EHS Name:			

Physical and Health Hazards (Check All That Apply)
Fire: ☐ Pressure: ☐ Reactivity: ☐ Immediate (acute): ☐ Delayed (chronic): ☐

Inventory	
* Max Daily Amount (code):	01 - 0-99 lbs ▾
* Max Daily Amount lbs:	
* Average Daily Amount (code):	01 - 0-99 lbs ▾
* Average Daily Amount lbs:	
* Number of Days On-Site:	365

After clicking on "Add Chemical" the following screen will appear. Fill in the appropriate blocks. You are not required to fill in the block "Below Threshold" unless you want to report all your chemicals regardless of amount.

Click in the box "State or Local Requirements". This is because North Dakota requires you to include additional information that is not "Federally" required.

Type in the CAS (Chemical Abstract Service) number. If you do not know what the "CAS" number is, you can look it up by clicking on the "Look Up CAS Number". If you do not have or if there is no "CAS" number for the chemical, type in "N/A"

Clicking on the "drop down" arrow, will bring up a listing of chemical that are already in the database. If you cannot find your chemical listed, scroll to the bottom of the drop down menu and select "Other" and a box will appear that will allow you type in the name of the chemical you are reporting.

Indicate if the chemical you are reporting is "pure" or a "mixture". you choose "mixture", be prepared to list all chemicals mixtures.

Check on all the Physical & Health Hazards that apply. This can be obtained from the safety data sheet (SDS).

Inventory: Fill in the Max Daily Amount code from the drop down menu and then type in the amount "in pounds" in the appropriate block.
To determine the Average Daily Amount, add all of you8r deliveries for the chemical for the year and then divide that by the number of days it was on site.

Storage

* Type of Storage:	--- SELECT ONE ---
* Storage Conditions: (Pressure, Temperature)	
* Chemical Location:	
* Storage Location Confidential:	○ no ○ yes

Type of Storage 2:	--- SELECT ONE ---
Storage Conditions: (Pressure, Temperature)	
Chemical Location:	
Storage Location Confidential:	○ no ○ yes

Type of Storage 4:	--- SELECT ONE ---
Storage Conditions: (Pressure, Temperature)	
Chemical Location:	
Storage Location Confidential:	○ no ○ yes

save

Click on the drip down menu to get a listing of the storage codes/type.

You must type in the storage conditions rather than using storage code numbers. (Example – ambient pressure and ambient temperature)

Type in the location where the chemical(s), is/are stored. (EXAMPLE: located in NW corner of the warehouse on the second floor. OR, along the south wall in the warehouse etc.

Click on "no" if the location is not confidential or "yes" if the location is confidential.

This section will only be filled out if you have the same chemical in another location on your facility site.

After completely filling in the information, then click on "Save".

Operations and Planning

Disaster Recovery and Mitigation

Homeland Security Program

Training and Exercise

Training and Events Calendar

Get Ready, Get Set, Get Safe

County/Tribal Emergency Management

Contact Us

Donations

Forms

Home

log out

Search

[ ] GO!

WebEOC

HAZ-CHEM Preparedness Response

ND Tier II Filing: Non-Submitted Reports

[<< Tier II Home] [FAQ]

Your Reports That Have Not Been Submitted

* Please verify ALL company and facility information is current before you submit any reports.

Report Title: *Mitchell's Chemical Supply RY2015*   [edit report information]
ID: *25030*   [add/remove facilities on report]
Date: *9/29/2015*

To edit company or facility information please click on the "Tier II Home" button above.

Facility: *Mitchell's Chemical Supply - Bismarck*

[remove facility] [change facility] [add chemical] [add facility map]

Chemicals		
Hydrocholoric Acid	[edit chemical]	[remove chemical]
Methanol	[edit chemical]	[remove chemical]
ETHEYLENE GLYCOL	[edit chemical]	[remove chemical]

[copy chemicals to a facility]

Facility Cost: $75.00

Total Cost For Report: $75.00

[view this report] [delete this report]

Please attach facility map(s) in order to submit this report.

After you have added all of the chemicals for your facility/site, you will then add the "Facility Map".

22

The "Add a Facility Map" screen should appear. The title automatically defaults to "Facility Map".

GIS Maps

Operations and Planning

Disaster Recovery and Mitigation

Homeland Security Program

Training and Exercise

Training and Events Calendar

Get Ready, Get Set, Get Safe

ND Tier II Filing: Add Facility Map

<< return

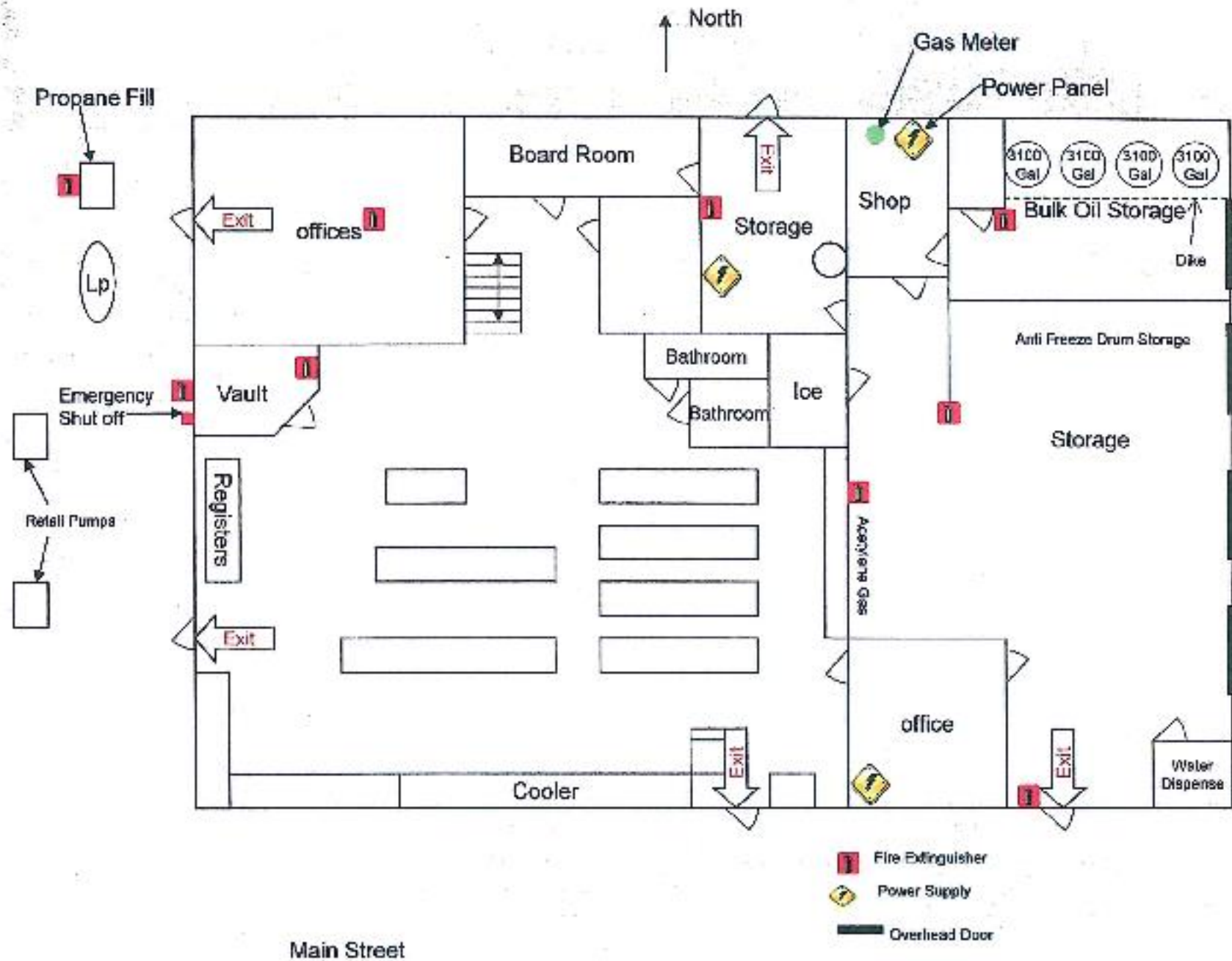| * Title:	Facility Map	
* Document:	H:\Operations_and_Planning\	Browse...
	Save	

This site updated as of 9/29/2015.

To add your "facility map", select "browse" and "insert" the electronic version of the map and attach it to the report. When you have completed that, then click on "Save".
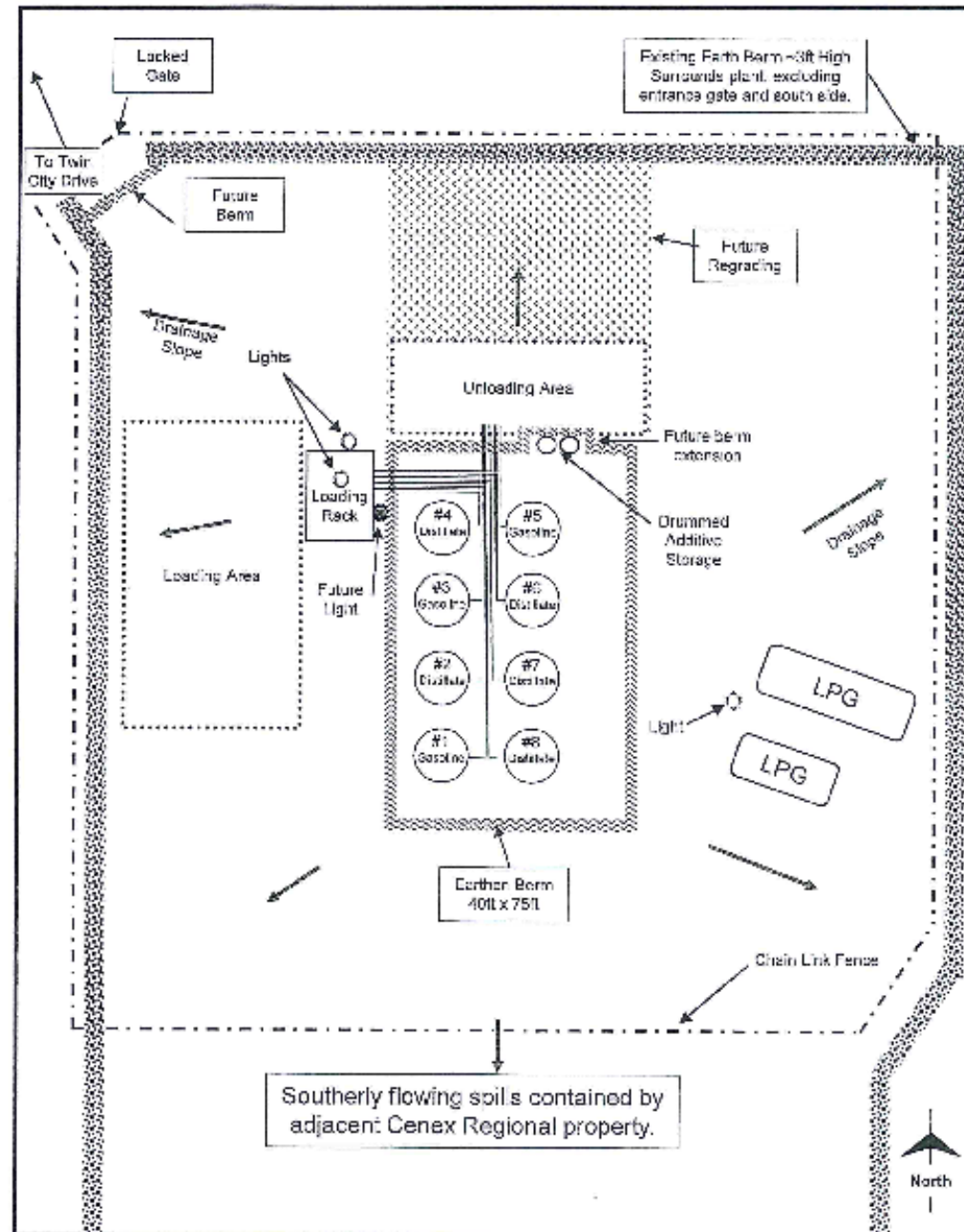
The following (5) examples of location/facility maps are the only ones that will be accepted for inclusion in the Tier II.
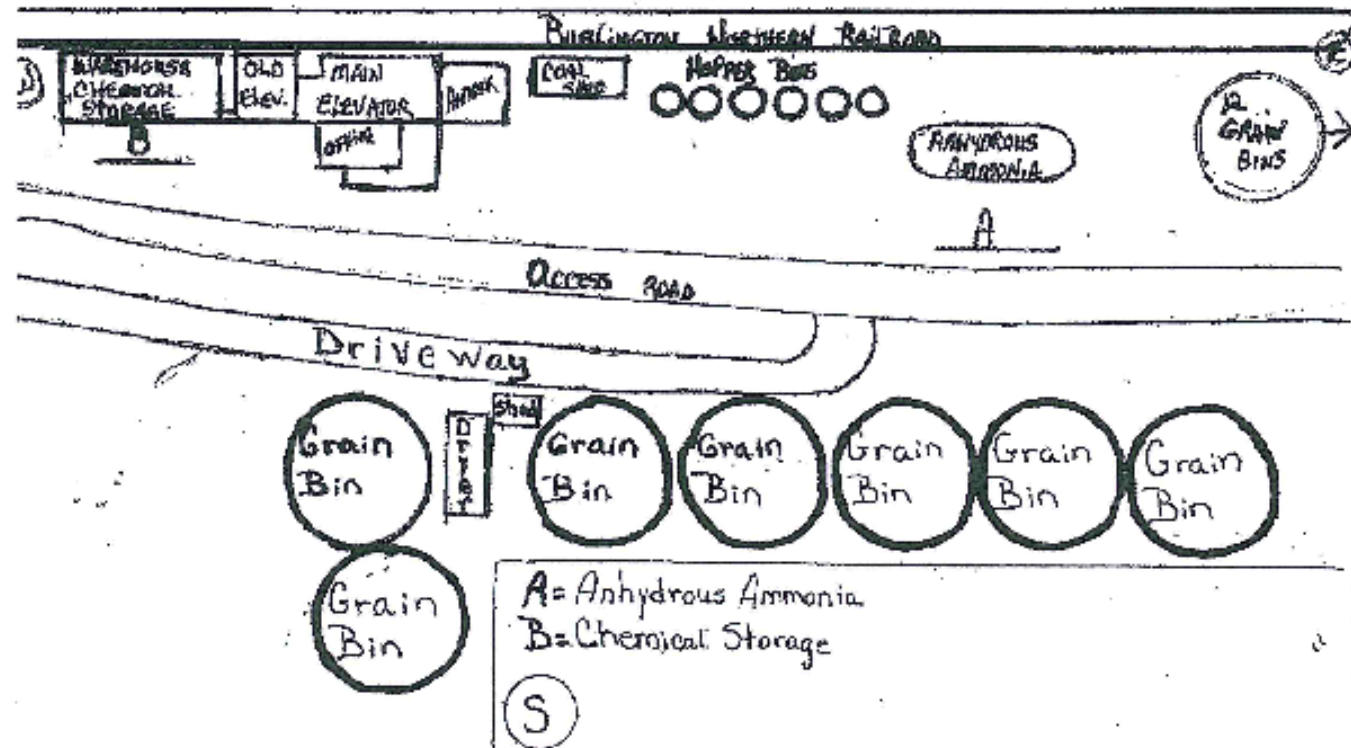
Anhydrous Ammonia Tank

Chemical Storage Shed

Moreton, ND

26

ND Tier II Filing: Non-Submitted Reports

<< Tier II Home   FAQ

Your Reports That Have Not Been Submitted

* Please verify ALL company and facility information is current before you submit any reports.

Report Title: *Mitchell's Chemical Supply RY2015*   edit report information
ID: 25030
Date: 9/29/2015   add/remove facilities on report

To edit company or facility information please click on the "Tier II Home" button above.

Facility: *Mitchell's Chemical Supply - Bismarck*
remove facility   change facility   add chemical   add facility map

Map(s)
FacilityMap   remove map

Chemicals
Hydrocholoric Acid	edit chemical	remove chemical
Methanol	edit chemical	remove chemical
ETHEYLENE GLYCOL	edit chemical	remove chemical

copy chemicals to a facility

Facility Cost: $75.00

Total Cost For Report: $75.00

submit this report   view this report   delete this report

Now you will see that your "Facility Map" has been added to the report.

The next step is to "Submit this Report", so click on "Submit This Report".

29

After clicking on "submit this report", the following screen should appear. Go down to the third row which says, "Reporting Period: Form January 1 to December 31, 20___ and type in the number "15" in the box for reporting year 2015.

If you want to pay your hazardous chemical fee when you file your report, annotate the check number in the "Check Number" box in the fourth row. **ALSO,** please identify the company/facility that the check is for.

GIS Maps

Operations and Planning

Disaster Recovery and Mitigation

Homeland Security Program

Training and Exercise

Training and Events Calendar

Get Ready, Get Set, Get Safe

County/Tribal Emergency Management

Contact Us

Donations

Forms

Home

log out

Search

GO!

ND Tier II Filing: Submit Report

<< return

Report Information (items marked with an * are required)	
Report:	Mitchell's Chemical Supply RY2015
Report ID:	25030 view entire report
* Reporting Period:	From January 1 to December 31, 20 ☐
Check Number:	☐
Send Me an Invoice:	☐
* Submitted By:	Ray DeBoer
* Submitted By Email:	rdeboer@nd.gov
Facilities:	Mitchell's Chemical Supply - Bismarck: $75.00
Total Cost:	$75.00
	submit

This site updated as of 9/30/2015.

If you would like us to send you an invoice for payment, then go to the fifth row and check the box that says, "Send Me an Invoice".. Then click on "submit".

30

After clicking on "submit", the following screen should appear. This tells you that your report has been submitted and where to submit your payment.
NOTE: If you clicked on "Send Me an Invoice", please wait for the invoice to be sent to you before sending in your check for payment. We will be receiving thousands of reports during this time.

GIS Maps

Operations and Planning

Disaster Recovery and Mitigation

Homeland Security Program

Training and Exercise

Training and Events Calendar

Get Ready, Get Set, Get Safe

County/Tribal Emergency Management

ND Tier II Filing: Submit Report

<< return

Your report has been submitted.

Please submit payment to:
ND Department of Emergency Services
Haz-Chem Preparedness & Response Program
PO Box 5511
Bismarck, ND 58506-5511

This site updated as of 9/30/2015.

After you have submitted your report, you will receive an email indicating that your Tier II report has been filed and that it **is being** processed.

We at NDDES will also receive an email indicating that a Tier II report has been received. It does not indicate who the report is form, but just lets us know that a report has been received.

If you want to pay your hazardous chemical fee when you file your report, annotate the check number in the "Check Number" box in the fourth row. **ALSO**, please identify the company/facility that the check is for.

If you would like us to send you an invoice for payment, then go to the fifth row and check the box that says "Send Me an Invoice". Then click on "submit".

We ask that you be patient in getting your invoice as we are receiving hundreds of reports daily and it takes time to review them. We currently have approximately 10,000 Tier II reports in our system.

After NDDES receives your payment, then we apply that funding to the Tier II facility. When that has been done, you should receive another email indicating that your Tier II report **has been** processed.

QUESTIONS?
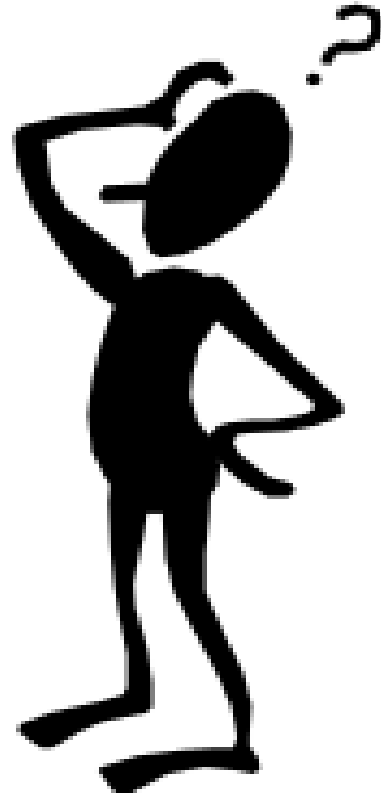
Frequently Asked Questions

The following "url" is where you will find some Haz-Mat Frequently Asked Questions: (FAQs)
http://www.nd.gov/des/uploads/resources/816/hazmat_faqs.pdf

Points of Contact

Ray DeBoer, Jeff Thompson & Roxann Hopfauf
ND Department of Emergency Services – Division of Homeland Security
Agency: 701-328-8100
Ray Direct: 701-328-8112
Email: rdeboer@nd.gov
Jeff Direct: 701-328-8216
Email: jathompson@nd.gov
Roxann Direct: 701-328-8263
Email: rhopfauf@nd.gov

Revised January 6, 2016